

RACI TOOL

A management tool for 1) clarifying roles, responsibilities, and decision-making authority; and 2) communicating in a cross-functional and collaborative manner.

STEP	TASKS	ROLE #1	ROLE #2	ROLE #3	ROLE #4	ROLE #5
1						
2						
3						
4						
5						
6						
7						
8						

R = Responsible The “Doer”. The one who does the work or completes the task; responsible for action and implementation. The degree of responsibility is determined by person “A”.

A = Accountable “The Buck Stops Here”. The one who is ultimately answerable for the activity or decision. This includes “yes” or “no” authority and veto power.

C = Consulted “In the Loop”. Typically subject matter experts, users, or stakeholders are consulted for input before final decision or final action. Requires two-way communication.

I = Informed “Keep in the picture”. Informed after decision or action is taken. They may be required to take action after the decision. It is a one-way communication.

(Optional):

S = Support “Provide the Resources”. People who support the task by providing resources toward completion of the task.

RACI Charting

An Example

STEP	TASKS	Mom	Dad	Grandma	Son	Daughter
1	Feeding the dog	C			A/R	
2	Playing with dog				R	A/R
3	Taking dog to vet	C	A/R	I	I	I
5	Morning walk			A/R		
6	Evening walk		A/R			
7	Washing dog	I				A/R
8	Cleaning up dog mess	I			A/R	

R = Responsible

A = Accountable

C = Consulted

I = Informed